STATEMENT OF PROCEEDINGS FOR THE REGULAR MEETING OF THE FOOTHILL TRANSIT EXECUTIVE BOARD

FOOTHILL TRANSIT ADMINISTRATIVE OFFICE
2ND FLOOR BOARD ROOM
100 S. VINCENT AVENUE
WEST COVINA, CALIFORNIA 91790

Friday, August 29, 2025
8:00 a.m.

1. **CALL TO ORDER**

The meeting was called to order by Chair Shevlin at 8:06 a.m.

2. **ROLL CALL**

Roll call was taken by Christina Lopez, Board Secretary.

Present: Member Edward Alvarez, Member Corey Calaycay, Member Cory Moss, Vice Chair Cynthia Sternquist, Chair Becky Shevlin

Chair Shevlin recessed the meeting at 8:06 a.m.

Chair Shevlin reconvened the meeting at 9:48 a.m.

3. **CONFIRMATION OF AGENDA BY CHAIR AND CHIEF EXECUTIVE OFFICER**

After discussion, by Common Consent, the Chair and Chief Executive Officer confirmed the agenda as presented.

4. **PRESENTATIONS**

4.1. Introduction of Foothill Transit Business Partners

There were no presentations by Foothill Transit business partners.

5. **PUBLIC COMMENT**

Armando Herman addressed the Foothill Transit Executive Board.

CONSENT CALENDAR

The Executive Board took action on a single motion on items 6-10.

6. **APPROVAL OF MINUTES FOR THE SPECIAL MEETING OF AUGUST 1, 2025**

   Motion by Member Calaycay, second by Member Moss, to approve. Motion carried 5-0.

7. **AUGUST 2025 PROCUREMENT MONTHLY REPORT**

   Recommendation: Receive and file the Procurement Monthly Report for August 2025.

   The Executive Board received and filed the Procurement Monthly Report for August 2025.

8. **AUTHORIZATION TO ISSUE REQUEST FOR PROPOSALS (RFP) FOR OPERATIONS AND MAINTENANCE OF CNG FUELING STATIONS**

   Recommendation: Authorize the Chief Executive Officer to issue a Request for Proposals for Operations and Maintenance of CNG Fueling Stations at Pomona and Arcadia Irwindale Operations and Maintenance Fueling Stations.

   Motion by Member Calaycay, second by Member Moss, to approve. Motion carried 5-0.

9. **RESOLUTION FOR THE CALIFORNIA STATE OF GOOD REPAIR PROGRAM**

   Recommendation: Adopt the following resolution: Resolution No. 2025-03: Authorization for the Execution of the Certifications and Assurances for the California State of Good Repair Program (Attachment A).

   Motion by Member Calaycay, second by Member Moss, to adopt. Motion carried 5-0.

10. **FOOTHILL TRANSIT INVESTMENT POLICY UPDATE**

    Recommendation: Adopt the update to the Foothill Transit Investment Policy.

    Motion by Member Calaycay, second by Member Moss, to adopt. Motion carried 5-0.

REGULAR AGENDA

11. **AUTHORIZATION TO ISSUE REQUEST FOR PROPOSALS FOR ELECTRIC BUS CHARGING STATION UPGRADES**

Recommendation: Authorize the Chief Executive Officer to issue a Request for Proposal for Electric Bus Charging Station Upgrades.

Roland Cordero, Director of Maintenance and Vehicle Technology, presented this item.

Mr. Cordero reported that in order to provide a range of up to 300 miles on a single charge for the 24 Alexander Dennis double-deck buses being purchased requires direct current chargers. The Procurement is a two-phase process that starts with a Request for Qualifications to determine a pool of qualified candidates that can then participate to in the Request for Proposals. Award of a contract is anticipated in early 2026.

Motion by Member Moss, second by Vice Chair Sternquist, to approve. Motion carried 5-0.

12. **FISCAL YEAR 2025 FOURTH QUARTER BUDGET UPDATE**

Recommendation: Receive and file the Fiscal Year 2025 Fourth Quarter Budget Update.

Jorge Quintana, Budget and Grants Manager, presented this item.

Mr. Quintana reported that Foothill Transit is $11.5 million under the approved $160.8 million operating budget. Capital expenditures for the fiscal year were $14.1 million. Most of the capital expenditures were related to the continuation of the bus heavy maintenance program, facility upgrades and improvements, and IT related investments essential to transit operations. Due to the success of strategic service improvements recommended by Foothill Transit Forward and increased ridership from the Cal Poly Pomona Class Pass Program, Foothill Transit surpassed the $8.8 million fare revenue target and has collected $9.5 million in fare revenues.

The Executive Board received and filed the Fiscal Year 2025 Fourth Quarter Budget update presentation.

13. **FISCAL YEAR 2025 PERFORMANCE INDICATORS REPORT**

Recommendation: Receive and file the Fiscal Year 2025 Performance Indicators Report.

Ali Showkatian, Director of Customer Service and Operations, presented this item.

Mr. Showkatian reported that Foothill Transit achieved seven out of eight key performance indicator targets. Targets met included Schedule Adherence, Miles between technical Roadcalls, Customer Complaints per 100,000 Boardings, Boardings per Vehicle Service Hour, Average Weekday Boardings, Farebox Recovery Ratio, and Average Cost per Vehicle Service Hour. The key performance indicator target not met was Preventable Collisions.

Staff responded to questions from the Executive Board. The Executive Board received and filed the Fiscal Year 2025 Performance Indicators presentation.

14. **FISCAL YEAR 2025 AND 2026 BUSINESS PLAN INITIATIVES UPDATE**

Recommendation: Receive and file an update on Foothill Transit's FY2025 and 2026 Business Plan Initiatives.

LaShawn King Gillespie, Deputy Chief Executive Officer, presented this item.

Ms. Gillespie provided updates on the key projects included in Foothill Transit's current business plan. Initiatives include: Fuel Cell Bus and Infrastructure Expansion, Zero Emissions Double-Deck Fleet Expansion and Charging Infrastructure, Enhanced State Advocacy Presence, Pomona Operations and Maintenance Facility CNG Equipment Upgrade, Administrative Office Solar Project, Safety and Security Presence Coordination, Cal Poly Pomona Branco Mobility Hub, and Commuter Express Service Efficiency Project.

The Executive Board received and filed Foothill Transit FY2025 and FY2026 Business Plan Initiatives presentation.

15. **CHIEF EXECUTIVE OFFICER COMMENT**

Comments by Mr. Doran J. Barnes, Chief Executive Officer, Foothill Transit.

The were no comments by Mr. Doran J. Barnes, Chief Executive Officer.

16. **BOARD MEMBER COMMENT**

Comments by Members of the Foothill Transit Executive Board.

- Member Moss announced that the 2028 LA Olympics mountain biking event will be held at the Pacific Palms in the City of Industry. She also indicated that there are discussions to use the Industry Hills Expo Center as a parking location.

17. **CLOSED SESSION: PUBLIC EMPLOYEE PERFORMANCE EVALUATION**
(Gov't Code § 54957)
Title: Chief Executive Officer

The Executive Board recessed in to Closed Session at 10:41 p.m.

18. **CLOSED SESSION REPORT**

The Executive Board reconvened at 11:47 a.m.

Darold Pieper, General Counsel, reported that the Executive Board voted on the motion of Member Alvarez and second by Member Calaycay to unanimously approve a three percent increase in salary for the Chief Executive Officer, and directed that a report be brought back to the next Executive Board Meeting on the consent calendar for final approval.

19. **ADJOURNMENT**

Adjournment for the August 29, 2025, Foothill Transit Executive Board Meeting.

There being no further business, the Foothill Transit Executive Board meeting adjourned at 11:48 a.m.

Prepared by:

Christina Lopez

Christina Lopez, Board Secretary

Approved on: 10/24/2025